

LANDSCAPE PLANNER II

DEFINITION

To coordinate and monitor various complex landscape architectural, park development, and land planning work ; act as project manager; coordinate and monitor contractor/consultant work for compliance; and to perform a variety of technical and professional tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Landscape Planner series. This class is distinguished from the Landscape Planner I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor. May exercise technical guidance over less experienced staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Coordinate and monitor various complex landscape architectural, park development , and planning work ; act as project manager; coordinate and monitor contractor/consultant work for compliance; perform technical landscape architectural planning and park development work.

Plan, review and plan checking of parks, open space and streetscape landscape improvements plans to verify conformance with the City of Chula Vista Landscape Manual, Subdivision Manual, Landscape Plan Review Checklist, Sectional Planning Area Plan and applicable City department's landscape standards and requirements.

Inspect various landscape improvement projects under construction; review and approve cost estimates for landscape projects and related site improvements; ensure project is within budget; serve as a point of contact for contractors and consultants; resolve construction issues.

Conduct research; compiles data on specific problems and/or projects including compiling field data that pertains to landscape improvement plans, land use and community development projects.

CITY OF CHULA VISTA
Landscape Planner II

Review and evaluate land use planning entitlement documents and conditions of approval and provide written recommendations pertaining to park and landscape related issues.

Create landscape improvement designs and plans; provide technical advice to the City staff, developers, and consultants regarding landscape development projects.

Prepare contracts with outside vendors for various services.

Prepare agenda statements for City Council and the Parks and Recreation commission; update and write reports.

Attend and/or coordinate department and community meetings; make presentations to internal and external audiences; represent the City at various county boards or commissions.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of landscape architecture and park development including landscape design, landscape construction, landscape irrigation, landscape planting and landscape maintenance.

Methods of analysis and computations required in landscape design.

Project management, including budget development, timeline development, and coordination of contractors.

Trends and statistics related to landscape architectural, civil engineering and architectural drawings, presentation and design.

Water management practices and procedures.

Native, drought tolerant and appropriate plant material to the region;

Laws and codes pertaining to landscape design and development.

Basic math required for determining industry standard formulas.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Collect, analyze and interpret data pertaining to civil engineering, architectural and landscape architectural drawings, environmental impact reports, land use documents, conditions of approval, and subdivision maps.

Identify and interpret city ordinances, zoning, rules, regulations, policies and administrative guidelines.

Conduct field research/investigation of land use, parks and landscape architectural design/planning projects.

Evaluate and report on data; prepare clear and concise oral and written correspondence and reports.

Prepare landscape improvement concept plan design and sketches.

Prepare all aspects of landscape improvement construction documents.

Manage a large volume of work and work on several diverse projects at the same time.

Solve problems with speed, accuracy and diplomacy.

Maintain flexibility to respond quickly to time-sensitive requests.

Make presentations to various size groups.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

CITY OF CHULA VISTA
Landscape Planner II

Two years of responsible landscape and architectural and land planning development experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture design, urban planning or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; travel to various city locations to inspect landscape improvement projects; reach, bend, stand, stoop, twist and walk over uneven and sloping terrain when performing field inspections; and extend arms above the shoulders to reach and/or grasp plans and documents from shelves; see in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is primarily performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level, although some work is performed in the field, including site surveys for various projects. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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